



<b>Classification:</b> Energy Commission Specialist I (TED)	<b>Position No.</b> 420-4184-001
<b>CBID:</b> R10	<b>Office:</b> Existing Buildings
<b>Date Prepared:</b> November 8, 2018	<b>Division:</b> Efficiency
<b>KEY: (E) IS ESSENTIAL, (M) IS MARGINAL</b>	

The Energy Commission Specialist I (TED) is under the general supervision of the Energy Resources Specialist III (Supervisory) in the Existing Buildings Office of the Efficiency Division. The incumbent will independently perform more complex, sensitive and responsible energy-related work which requires on a regular basis, a high level of knowledge, skill and ability that is demonstrably above the journey level. The incumbent will become a subject-matter expert implementing the Clean Energy and Reduction Act of 2015, which requires the Existing Buildings Office to lead energy reduction efforts with utilities, governmental entities, industry stakeholders, and the public, toward achieving a doubling of energy efficiency in residential and nonresidential building stock. The incumbent will contribute as a team member to develop the Statewide Energy Efficiency Action Plan, and implement recommendations, as appropriate. Incumbents will possess technical expertise in one or more energy-related fields and will perform a broad range of duties within the program specialty. Incumbents may exercise some lead responsibility as Project Managers and may be responsible for minor Commission reports and may lead other Energy Commission Specialists in carrying out project responsibilities.

**WORKING CONDITIONS:** The work is performed primarily in an office, conference room and hearing room environment. It may require standing and walking, as well as sitting for long periods of time. Some travel is required to attend off-site meetings, workshops, and hearings. Additional hours beyond an eight-hour workday or 40-hour workweek may be required. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment, using a personal computer and appropriate Energy Commission software such as word processing, electronic mail, WebEx, and Internet browsers.

#### **DUTIES AND RESPONSIBILITIES:**

40% Conduct research and analysis, and provide technical assistance and coordination efforts on Existing Buildings Program projects to increase the energy efficiency of the existing building stock. Technical expert and team member for the development of the Statewide Energy Efficiency Savings Action Plan and other Existing Buildings Office efforts. Responsibilities include preparation of project documents, analyzing feasibility, and cost-effectiveness of technical topic areas identified for inclusion in the Action Plan. Present project status information at Efficiency Lead Meetings, Business Meetings, and public workshops, and incorporate comments, as appropriate. Will become one of several subject matter technical experts, providing guidance to project managers, who are implementing projects and programs. Coordinate with other Energy Commission offices, and public and private agencies to identify, solicit input, recommend, and implement energy efficiency measures and targets. Report pertinent information in the Integrated Energy Policy Report (IEPR). Topics may include, but are not limited to, analyzing and facilitating improvements in residential, nonresidential, industrial, agricultural, and governmental sectors.

**DUTY STATEMENT**

- 25% Implement strategies within the Statewide Energy Efficiency Savings Action Plan and other Existing Buildings Office efforts, participate in or lead some project work teams needed to execute programs and projects, and coordinating team efforts. Plan and conduct public workshops and outreach events, to gather input from external stakeholders from around the state. (E)
- 10% As a technical expert, provide leadership, analysis, direction and management of rulemaking proceedings, completion of filing documents, development of notices, and coordination of documents filing with the Office of Administrative Law and Secretary of State's Offices, respond to questions, and receive final adoption approval for the implementation of the programs in the Existing Building Program. Exercise some lead responsibility as Project Manager. May be responsible for minor Commission reports and may lead other Energy Commission Specialists in carrying out project responsibilities. (E)
- 15% Manage programs (including work authorizations) and grants related to the Existing Buildings Programs. Perform the duties of a contract manager, or assist the contract manager or project manager. Responsibilities include assisting in the preparation of business requirements for technical work, solicitation documents, work authorizations, or grant opportunity documents; conducting bidders' conferences; proposal evaluation and selection; negotiation of scopes of work, work authorizations, deliverables, and costs (labor fees and direct expenses); preparing contracts, grants, and request memoranda; assigning work; monitoring work progress; processing invoices; tracking expenditures; and preparing related, necessary paperwork. (E)
- 5% Respond to requests for assistance and information from project proponents and others interested in energy policy, programs and technologies. (E)
- 5% Perform other related duties as required consistent with the specification of this classification. (M)

<b>SIGNATURES</b>	
<b>I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position</b>	
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-between;"> <span><b>Vacant</b></span> <span>Date</span> </div> <div><b>Energy Commission Specialist I (TED)</b></div>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-between;"> <span><b>Heather Bird</b></span> <span>Date</span> </div> <div><b>Energy Resources Specialist III (Supervisory)</b></div>